



COLLECTION DEVELOPMENT POLICY

MISSION STATEMENT

The mission of the Millinocket Memorial Library is to enrich lives by building community, inspiring imaginations, and empowering individuals through lifelong learning.

Purpose of Collection

The purpose of the Millinocket Memorial Library is to provide all individuals in the community with carefully selected books and other materials to aid the individual in the pursuit of education, information, research, pleasure, and the creative use of leisure time.

Because of the volume of publishing, as well as the limitations of budget and space, the library must have a selection policy with which to meet community interests and needs.

The materials selection/collection development policy is used by the library staff to guide the selection of materials and serves to acquaint the public with the principles of selection.

[The Library Bill of Rights](#) and [The Freedom to Read Statement](#) have been endorsed by the Millinocket Memorial Library Board of Directors and are integral parts of the policy.

The materials selection/collection development policy, like all other policies, will be reviewed and/or revised as the need arises.

Responsibility for Selection

The ultimate responsibility for selection of library materials rests with the library director, who operates within the framework of the policies determined by the Millinocket Memorial Library Board of Directors.

Criteria for Selection

General Guidelines for Selection:

- For books, hardcover volumes are always preferred
- Paperbacks are purchased if that is the only format available or when the usefulness is expected to be short
- Books in electronic format are considered when available

The main points considered in the selection of materials are:

- Individual merit of each item
- Popular appeal/demand
- Local authors
- Diversity of ideas and perspectives

- Suitability of material for the patrons
- Existing library holdings
- Budget
- Availability through other affiliated collections (ILL, cloud library)

Selection Aids

Selection aids for this collection include professional publications, newspaper reviews, online resources, best seller lists and recommendations by staff and patrons.

The lack of a review or an unfavorable review shall not be the sole reason for rejecting a title which is in demand. Consideration is, therefore, given to requests from library patrons and books discussed on public media. Materials are judged based on the work as a whole, not on a part taken out of context.

Non-Book Materials

The same criteria and selection aids used for books will be used when selecting non-book materials.

Interlibrary Loan

Because of limited budget and space, the library cannot provide all materials that are requested. Therefore, interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of this library's collection.

In return for utilizing interlibrary loan to satisfy the needs of our patrons, the Millinocket Memorial Library agrees to lend its materials to other libraries through the same interlibrary loan network, and to try to have its current holdings listed in a tool that is accessible by other libraries throughout the state.

Gifts and Donations

The library accepts gifts of books and other materials with the understanding that they will be added to the collection only if appropriate and needed. If they are not needed because of duplication, condition, or dated information the director can dispose of them as he/she sees fit. The same criteria of selection which are applied to purchased materials are applied to gifts. Memorial gifts of books or money are also accepted with suitable bookplates placed in the book. Specific memorial books can be ordered for the library on request of a patron if the request meets the criteria established by the Board. It is desirable for gifts of or for specific titles to be offered after consultation with the library director. Book selection will be made by the director if no specific book is requested. The Millinocket Memorial Library encourages and appreciates gifts and donations.

By law, the library is not allowed to appraise the value of donated materials, though it can provide an acknowledgment of receipt of the items if requested by the donor.

Weeding

An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Withdrawal is dependent upon many factors including the following:

- Current demand
- Physical condition of the material
- Usefulness, frequency at which the material is used
- Age of the material, considering the type of information it contains
- Availability of newer editions
- Number of copies of a title necessary to meet demand

This ongoing process of weeding is the responsibility of the library director and is authorized by the Board of Directors.

Potential Problems or Challenges

The Millinocket Memorial Library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made based on anticipated approval or disapproval, but solely based on the principles stated in this policy.

Responsibility for the reading of children rests with their parents or legal guardians. Selection of library materials will not be inhibited by the possibility that materials may come into the possession of children.

Library materials will not be marked or identified to show approval or disapproval of their contents, and no library material will be sequestered except to protect it from damage or theft.

Challenged Materials

Although materials are carefully selected, there can arise differences of opinion regarding suitable materials. Patrons requesting that material be withdrawn from or restricted within the collection may complete a "Statement of Concern About Library Resources" form, which is available in the library. The inquiry will be reviewed by the library's director.